

# **A Treasurer's Guide for Campaign Finance Reporting**

*This guide is intended only as a summary to aid understanding of the Campaign Finance Disclosure Law. For the Law's complete requirements, consult the Law itself, codified at Chapter 130 of the Revised Statutes of Missouri.*

## **Treasurer Requirements**

A committee treasurer must be a resident of the state of Missouri.

A deputy treasurer may be appointed to serve in the event the treasurer is unable for any reason to perform his/her duties.

The committee shall have a single official fund depository within the state of Missouri. The depository may be in a federally or state-chartered bank, savings and loan association, or credit union.

All contributions which the committee receives in money, checks or other negotiable instruments shall be deposited in the committee's official depository account.

Contributions shall not be accepted and expenditures shall not be made by a committee except by or through an official depository account and the treasurer or deputy treasurer.

Committee funds shall not be commingled with any funds of any person.

The treasurer, deputy treasurer, or candidate may withdraw funds from the official depository account and deposit such funds in a savings account in the committee's name in any bank, savings and loan association or credit union within the state of Missouri.

The treasurer, deputy treasurer, or candidate may withdraw funds from the official depository account for investment in the committee's name in any certificate of deposit, bond or security.

Proceeds from interest or dividends from withdrawals for investment purposes shall not be expended or reinvested, except in the case of renewals of certificate of deposit, without first redepositing such proceeds in the official depository account.

Investments, other than savings accounts, held outside the committee's official depository account at any time shall be disclosed on MEC form CD2 and filed along with all other reports required for a reporting period.

The treasurer shall file a statement of committee organization within 20 days after the person/organization becomes a committee, but not later than the date for filing the first report required as determined by the type of committee. A candidate committee's statement of organization shall be signed and attested by the candidate and the treasurer.

Upon termination of the committee, not later than 10 days after the date of dissolution, the treasurer, in addition to disclosing the distribution of any remaining surplus funds and the disposition of any deficits, will report the name, mailing address and phone number of the individual responsible for preserving the committee's records and accounts.

### **Committee Records**

Records and accounts shall be maintained in accordance with accepted normal bookkeeping procedures and shall contain bills, receipts, deposit records, canceled checks and other detailed information necessary to prepare and substantiate any report required to be filed pursuant to the Campaign Finance Disclosure Law of Missouri.

Unless a contribution is rejected and returned to the donor or transmitted to the state treasurer within 10 business days after its receipt, it shall be considered received and accepted ON THE DATE RECEIVED, notwithstanding the fact that it was not deposited by the closing date of a reporting period.

The committee records shall contain a listing of each contribution received, including those which are rejected.

Each contribution, regardless of amount, shall be recorded by date received, name and address, employer or occupation if self-employed, of the contributor and the amount of the contribution.

No contribution in cash in excess of \$100 shall be accepted from any single contributor for any election.

The procedure for recording contributions received shall be of a type which enables the committee treasurer to maintain a continuing total of all contributions received from any one contributor.

The committee records shall include a listing of each expenditure made and each contract, promise or agreement to make an expenditure, showing the date and amount of each transaction, the name and address of the person to whom the expenditure was made or promised, and the purpose of each expenditure made or promised.

Records shall indicate which transactions, either contributions or expenditures made, were cash transactions or in-kind transactions.

All records and accounts of receipts and expenditures shall be preserved for at least 3 years after the date of the election to which the records pertain.